

PROPOSED ISSUANCE TO ESTABLISH RECORDS MANAGEMENT PROGRAM

SUBJECT: Establishment of Records Management Program

1. The purpose of this memorandum (notice) is to tell you that effective immediately there is established throughout (name of organization) an active Records Management Program.

2. This program provides us with the opportunity to use a modern tool of office management to help us do our every day jobs easier and better. It is being established throughout the Agency to improve standards and procedures with respect to the creation of records; the organization, maintenance and use of current records; and the disposition of those records no longer needed for our every day use.

3. This program will be carried out in the Agency by each office designating an Area Records Officer. I have designated (name of Area Records Officer) as our Area Records Officer.

4. The General Services Office has overall Agency responsibility for establishing standards and guides to see that this program is successfully carried out. A representative from the General Services Office will work jointly with (name of Area Records Officer) in carrying out this program for our office.

5. I am very much in favor of this program and am anxious that it get started. Your cooperation in helping us to make this program successful will be appreciated.

Signature of Person
Issuing Notice